



Human Resources Assistant

Job number: 78002527D20170822
Close Date: December 7th, 2017

We invent the new to help the world move forward. Combining powerful analytics and deeper insights with bigger ideas and innovative solutions, we free up our clients' potential, thereby fulfilling our own. Take it seriously. Make it fun. Know it matters.

MAXIMIZE your opportunity

The XL Catlin Human Resources department supports over 7,000 colleagues globally. The team consists of a network of HR Business Partners that are strategically aligned with XL Catlin Leadership Team members and the global teams they lead, and that partners with our Centers of Expertise (CoE) in Talent Acquisition and Development, Compensation, Benefits and HR Operations.

The strategic focus of Human Resources is to deliver the talent agenda in a World-Class way. We do this by designing and delivering programs, initiatives, tools and processes that enable XL Catlin to attract, manage, engage, develop and retain the global talent needed to deliver on our opportunity and aspiration. Further, we are continuously improving HR capabilities and processes in order to support the business in a highly professional, efficient and cost effective manner.

As the HR Assistant, you will play a critical role supporting the HR administrative activities for the Bermuda Human Resources Team. Reporting to the Bermuda HR Manager, you will work in partnership with HR Centers of Excellence including Operations, Compensation and Benefits, Talent & Development, Talent Acquisition and HR Service Delivery which includes payroll, staffing, and general operations. You will add value by tapping your keen analytical and organizational skills, and drive for excellence, not only to fulfill your administrative responsibilities, but also to contribute to special projects and constant improvements to processes and services. As a result, you have the opportunity to grow your HR knowledge and generalist skills in order to progress within the HR team.

What will your essential responsibilities include?

- Provide administrative support to HR Business Partner and HR Manager, including but not limited to: preparing, proofing and revising organizational charts; assisting with local payroll and benefits processes and responding to colleague queries; completing position request forms - create, edit, close positions as required with each employee lifecycle event; drafting local employment documents.
- Assisting with day-to-day operational and transactional matters.
- Collating Bermuda Work Permit applications.
- Producing reports from our HR Management System (Oracle Fusion HCM) upon requests requiring proficiency in Excel as well as some basic report analysis.
- Updating and maintaining the Bermuda Employee Handbook periodically and liaison with legal counsel and policy owners as required.
- Managing and updating the local HR Pages on the Company's internal intranet to ensure content, documents and links are up-to-date.
- Assisting with preparing employee communications in matters of HR programs, policies and procedures.
- Managing the Summer Intern Program, including recruitment, coordination with supporting business units and collaboration with broader HR Summer Intern Committee to provide interns with a robust and interesting internship with XL Catlin.
- Assisting with XL Catlin Graduate Program recruitment and on-boarding.
- Assisting with local activities and initiatives associated with annual HR processes, including but not limited to Performance & Development (P&D), compensation/promotion process, nominations to development programs, culture survey initiatives.
- Contributing to local and/or global projects and strategic initiatives both in support of the Bermuda HRBP and HRM but also as part of the global HR network, as required.

You will report to the ***HR Manager for Bermuda Human Resources.***

UNLEASH your potential

We're looking for someone who has these abilities and skills:

- Bachelor's degree, HR or other related field of professional qualification.
- Excellent time management skills and organization skills, and ability to prioritize multiple streams of work from multiple sources without sacrificing quality.
- Excellent communication skills.
- Strong results-orientation and sense of urgency with a laser focus on service delivery; willingness to be hands-on with a "can-do, will-do" attitude.
- Customer focus and process-orientated.
- Understanding of Oracle technology would be an asset.
- Can handle sensitive information, including confidential HR data and compensation.
- Microsoft office proficient, ideally with advanced Excel skills.

Interested in this role?

Please email your application to: bermudahumanresources@xlcatlin.com or send to XL Catlin, O'Hara House, One Bermudiana Road, Hamilton, HM 08 (PH) 292-8515

Be sure to:

1. Include the Job Number and Title in the email subject.
2. Attach your current resume/CV to the email.
3. Send your email before the posting closes (date listed above).

DISCOVER your future

XL Group plc (NYSE:XL), through its subsidiaries and under the XL Catlin brand, is a global insurance and reinsurance company providing property, casualty, professional, specialty and alternative capital products to industrial, commercial and professional firms, insurance companies and other enterprises across the world.

From insurance to reinsurance, we're shaking up an ancient industry. A changing world needs new answers. We're here to find them. With an incredible blend of people, products, services and technology, we're looking beyond traditional solutions to our clients' risks — from the most familiar to the most complex.

Learn more at www.xlcatlin.com